



Cool Kids Winter Camp 2010

Parent Information Packet

Thank you for choosing the City of Morgan Hill **Cool Kids Winter Camp** for your child's winter break vacation activity. Our program is designed to provide a friendly, caring environment in which children are encouraged to develop social, creative, physical and interpersonal skills through a variety of structured and unstructured activities. Please read through this information carefully and keep it for your reference. Additionally, **please complete and return all the forms attached. Please submit all these forms the Friday prior to the camp's start date.** (Emergency/Medical Release & Allergy Information Form, Drop-off/Pickup Authority, and the Swim Permission Form.)

PROGRAM OPERATION & DETAILS

Camp Week:

Winter Break: Monday, February 15th thru Friday, February 19th, 2010.

Day Camp: Monday – Friday from 9:00 am - 4:00 pm

Optional Extended Care Hours: AM/PM Extended Care Hours: 7:30 am–9 am & 4 pm to 6 pm for additional fee (see flyer). There will be an **extra \$5** for every 5 minutes past 6:00 pm if your child has not picked up by 6:00 pm.

Camp locations:

Monday, Wednesday & Friday: Centennial Recreation Center (CRC), 171 West Edmundson.

Phone #: 408.782.2128

Tuesday & Thursday: Outdoor Sport Center (OSC), 16500 Condit Rd. (between Dunne Av. & Tennant Av.)

<u>Age group:</u>	<u>Activity #</u>	<u>Age</u>
	4305.101	4 1/2 -6 yrs old
	4305.102	7-10 yrs old

Camp fee includes: water, supplies and materials for all games and activities, friendly, energetic and well trained recreation staff, who will provide a great day of fun activities.

Bring everyday a morning and afternoon snack, a sack lunch, water/drinks, and sunscreen. In addition for Monday, Wednesday and Friday bring a towel, proper swim attire, and water shoes (recommended) and a plastic bag for wet clothes. All personal belongings must be labeled with your child's name. The City of Morgan Hill is **NOT** responsible for lost/stolen items.

REGISTRATION PROCEDURES

All participants **must have the following forms** (the last four pages of this packet) completed and drop off at the CRC the Friday prior to the camp's start date:

- Emergency (Medical Release) & Allergies Information Form**
- Drop-off/Pickup Authority Form**
- Swim Permission Form**





PHONE CALLS

If you need to contact staff regarding your child, please call the site during program hours at the number listed.

Monday, Wednesday and Friday: Centennial Recreation Center (CRC), 408.782-2128. **Tuesday/Thursday:** call the Recreation Camp Specialist at 408-425-3050. If you have any questions or concerns please call the Recreation Program Coordinator, Chiquy Mejía at 408-782-2128 Ext # 830.

SIGN IN / OUTS AND RELEASING CHILDREN

For your child's protection, we request that all Cool Kids participants are personally signed *IN* and *OUT* of the program each day by their parents or legal guardian. A sign in/out sheet will be kept by a recreation staff. Please do not drop them off at the street. Only those authorized by you in writing on the enclosed form will be permitted to pick up your child. **Any persons picking up a child should be prepared to show a valid form of identification and her/his name should be on the Drop-off/Pickup Authorization Form.** All requests for other dismissal procedures must be made in writing, in advance. Please let everyone on your list know they must show a Photo ID, so they will be prepared. Also, please let us know of any volatile situations we should be aware of regarding people who are not allowed to pick up your child.

LATE FEES

Our program ends each day at 6:00 pm. Please pick your child up by or before this time. Children need to be picked up within 10 minutes after camp is over. If parents are later than 10 minutes after camp is over they will be charged \$5.00 for every 5 minutes they are late. Please phone the program site if you are going to be late. If we do not hear from you by 6:00 pm, we will attempt to contact individuals listed on the release form. If we haven't heard from you and were unable to reach your emergency contact, the Child Protective Services of the Police Department will be contacted for continued supervision after 6:15 pm.

CLOTHING

We ask that all children wear closed-toe shoes with rubber soles and comfortable play clothes each day so they may participate in all of the activities. Please label all clothing, lunch boxes and backpacks with your child's name. Water activities will be held at the CRC, indoor pool Monday, Wednesday & Friday only; your child will need a swimsuit, towel, and water shoes/sandals. Children are not required to swim. (Swim Permission Form attached) Please put all items in a backpack.

SNACKS AND ALLERGIES

Please make sure your child is given breakfast each day prior to arriving at the program. **Each child must bring their own morning and afternoon snack, and lunch each day.** Please let us know if your child has any dietary restriction or allergies (Emergency/Medical Release & Allergies Information Form). For the safety of all participants please **DO NOT provide any food or snack that contains peanut ingredients.** There may not be microwaves or ovens on site, so please do not include snacks or lunches that require heating or preparation. If your child would like an additional snack, they may bring their own money to spend at the sites. We suggest \$3.00 per day at the OSC and CRC.



MEDICATION DURING THE CAMP DAY



Staff will NOT administer any medications during camp hours. For special needs, please contact the Camp Specialist with a completed, signed medication consent form (Emergency/Medical Release & Allergies Information Form attached).

ABSENCES, ATTENDANCE, AND ILLNESS

Recreation Staff will **not** call to check on children who do not arrive at the program. **There will be no refunds or substitutions for missed days due to illness or other reasons.** Absences due to illness will be evaluated on a case by case basis. For your child's safety and to protect other children, please do not send your child to camp if he/she is ill. If your child becomes ill at the program site, we will notify you or if we can't reach you we will contact your emergency contact, to come and take the child home. Children must be picked up if any of the following conditions are observed or suspected by staff:

1. Oral or forehead temperature over 100 degrees F.
2. If the child suffers a severe blow to the head.
3. Shows symptoms of having a communicable or infectious disease (lice, chicken pox, measles, mumps, etc.) Please notify the site Director or the off-site Supervisor if your child is diagnosed with a communicable or an infectious disease.
4. Vomiting or diarrhea (within last 24 hours)
5. Injury which may require medical attention.

Any minor injury (scrape, bump, etc.) will be handled at the site and you will be informed of the incident when you arrive to pick up your child by the Recreation Staff on duty. If your child has an injury requiring emergency medical action, it will be provided immediately and you will be notified as soon as possible. If this situation arises, and we cannot reach you, we will need permission to provide medical care. For this reason please complete the enclosed Medical Release Form. **Please remember to update your child's Emergency/Attendance Information if there are any changes during the week of camp.**



DISCIPLINE AND RULES:

We strive to maintain consistent disciplinary procedures at all Cool Kids Winter Camp. In the event of a behavioral problem, staff members will first discuss the situation with the child and determine corrective action. Continued instances of disruptive behavior may require a more formal discussion with a parent. We reserve the right to discontinue participation by any child due to behavioral problems. Please take time to discuss these rules with your child as well as familiarize yourself with them before they attend this program

Program Rules:

1. **NO** Fighting
2. **NO** Hitting
3. **NO** Pushing
4. **NO** Teasing
5. **NO** Put downs
6. **NO** Name calling
7. **NO** Toys brought from home such as army man, balls, gameboys, etc.
8. **NO** Throwing of stones or other objects.
9. **OBEY** and **RESPECT** Recreation Staff, participants and their property.
10. **Respect** all equipment
11. **Walk** when indoors
12. **Keep** your body parts to yourself
13. **Use** appropriate language
14. **Be** honest
15. **Stay** with the group/ **No leaving** the group for any reasons
16. **Respect** the environment. Put trash in garbage cans in garbage dispensers.
17. If you take things out, put them back when you are finished/ **Help to clean up**
18. **Please keep jewelry or any valuables, trading cards, toys, electronics such as: portable walkmans, Discman players, gameboys, etc., at home.**

Additional rules specific to each site may be added to this list. Rules and expectations of behavior will be discussed with the group at the beginning of each week. **There will be NO refunds if your child is suspended or expelled from the program.**

CENTENNIAL RECREATION CENTER (CRC)

Participants will have the opportunity to use the following areas during the day: gym, party room, teen center and the indoor pool. In the afternoon the participant will be taken to the Community Park for outdoor activities (depends on weather conditions)

CRC, GYM

Participant should wear tennis shoes. No hard sole shoes or sandals are recommended.

CRC, INDOOR POOL INFORMATION

Flotation devices are not allowed, but lifejackets will be available on a first come first served basis. Lifeguards will be provided additional supervision in all water activities. No swimming test is required by the participants. **Recreation Pool & Slide Catch area:** Depth: 0 – 5 ½ ft. **Water slides:** children need to be 48 inches or taller. Pool rules are posted near the pool. The recreation leaders will go over the rules with the children before they get in the pool.



ABOUT OUR CAMP STAFF

Our staff is finger printed, drug and TB tested. Most of our staff is trained in CPR and First Aid. They are energetic and love working with children. They have participated in mandatory training, including camp safety, behavior guidance, developmental assets, child abuse prevention, positive discipline and program leadership. Ratio 1:8

MOST OFTEN ASKED QUESTIONS

MAY I HIRE THE CITY OF MORGAN HILL RECREATION STAFF TO BABYSIT FOR MY CHILDREN?

Our program policy requires that we do not allow our staff to baby sit for families involved in the Cool Kids Winter Camp while the staff is working in it. Please make it easy for them by respecting this requirement.

HOW CAN I SIGN UP MY CHILD FOR CAMP?

You **must register at least 1 week prior** to the camp's start date. You have options! You may sign up in person or over the phone at the Morgan Hill Community and Cultural Center or Centennial Recreation Center, mail, or fax your completed registration form to 408. 779-5450 or 408.778-8286.

REFUNDS

- There will be **NO** refunds or substitutions for missed days due to illness or other reasons.
- There will be **NO** refunds if your child is suspended or expelled from the program.
- There will be **NO** refunds for any participants who dropped out of the program for any reason or circumstance.
- If you want to remove your child from the Winter Camp a written request to withdraw 7 days prior to the start date is required. When the program begins we are unable to refund any portion of your fee. A full refund is granted if the program is canceled by Morgan Hill Recreation Department. A \$17 fee will be charged on all returned checks.

QUESTIONS AND CONCERNS

Our Recreation Leaders and off-site Supervisors are readily available to discuss questions or concerns with you. We ask that you first talk with the Camp Specialist at your child's program location. If additional clarification is needed, the Recreation Staff can refer you to their off-site Recreation Coordinator. Communication with you is the key to our ability to meet your child's needs and provide an outstanding spring program. **We always encourage parents to share with us any feedback they have about the program. Please let us know what's going well and what we could improve on. Please make sure to submit the Cool Kids Evaluation Form to the Camp Specialist on the last day of the camp.** All personal information shared with Camp personnel will be kept confidential. We look forward to a great winter break with you and your child!

Sincerely,

Jessica James
Camp Specialist, CRC
408. 782-2128 ext# 816

Chiquy Mejia
Recreation Program Coordinator, CRC
408.782-2128 ext # 830

Chris Ghione
Recreation Manager, CRC
408.782-2128 ext# 801





Cool Kids Winter Camp 2010 Emergency/Medical Release & Allergy Information Form

Child's Name _____

Date of Birth ____ / ____ / ____ Age ____

Address _____

Mother's Name _____ Phone (day) _____

(eve) _____ (cell) _____

Father's Name _____ Phone (day) _____

(eve) _____ (cell) _____

Legal Guardian _____ Phone (day) _____

(eve) _____ (cell) _____

Alternative Emergency Information

Name	Phone	Relationship
_____	_____	_____
_____	_____	_____

Information Required by State Law

Physician's Name _____

Health Insurance Co: _____

Policy Number: _____

Family Physician: _____

Phone: _____

Family Dentist: _____

Phone: _____

Medical History – Past or Present

Asthma _____ Yes _____ No

Heart Defect _____ Yes _____ No

Recent Hospitalization _____ Yes _____ No

Currently under Dr. care _____ Yes _____ No

Seizures _____ Yes _____ No

Diabetes _____ Yes _____ No

German measles _____ Yes _____ No

Other Diseases or Conditions _____

ADD/ADHD _____ Yes _____ No

Head Lice _____ Yes _____ No

Sleep Walking _____ Yes _____ No

Tuberculosis _____ Yes _____ No

Chicken Pox _____ Yes _____ No

Measles _____ Yes _____ No

Autistic _____ Yes _____ No

For each **YES**, please explain: _____

ALLERGIES

Please check:

Hay Fever	____ Yes ____ No	Bee Stings	____ Yes ____ No
Oak/Ivy Poisoning	____ Yes ____ No	Penicillin	____ Yes ____ No
Peanuts	____ Yes ____ No	Tree Nuts	____ Yes ____ No
Milk	____ Yes ____ No	Eggs	____ Yes ____ No
Wheat	____ Yes ____ No	Soy	____ Yes ____ No
Animals (cats, dogs, etc)	____ Yes ____ No	Other	____ Yes ____ No

For each **YES**, please explain: _____

Does your child have any handicap or other specific concern we should be aware of? _____

Signature: _____

Date: _____

RETURN



Cool Kids Winter Camp 2010 Drop-off/Pickup Authority Form

Name of Camper: _____ Age: _____

Extended Care hours are: 7:30 a.m. – 9 a.m. & 4 p.m. – 6 p.m.

Select Registered Weeks	Extended Care Requested			
	Morning		Afternoon	
Mon. _____	YES	NO	YES	NO
Tues. _____	YES	NO	YES	NO
Wed. _____	YES	NO	YES	NO
Thurs. _____	YES	NO	YES	NO
Fri. _____	YES	NO	YES	NO

How should your child's program departure be handled at the end of the day period?

_____ My child is to be picked up **ONLY** by a parent

_____ My child can be picked up by authorized persons listed below

The following people have my permission to pick up my child from this City of Morgan Hill Cool Kids Winter Camp Program:

Name _____ Relationship _____

Circle one:

(Day/Evening) Phone _____ Cell Phone _____

Name _____ Relationship _____

Circle one:

(Day/Evening) Phone _____ Evening Phone _____

In the event of an emergency, we will NOT allow your child to check him/herself out. We will care for your child until you or another adult named above arrives to proceed with checkout.

Father/Mother _____ Date _____

Or
Legal Guardian _____ Date _____

RETURN



Cool Kids Winter Camp 2010 Swim Permission Form

To provide a safe and enjoyable swimming experience for your child, lifeguards will be on duty to supervise all water activities.

My child _____ is: _____ allowed
(Name of camper) _____ not allowed
to participate in camp swimming at the Morgan Hill Centennial Recreation Center.

How would you rate your child's swimming ability?

Non-Swimmer Poor Swimmer Fair Swimmer Excellent Swimmer Don't Know

Has your child had swimming lessons? YES NO
If so, what level? (Check all that apply)

Beginner_____ Advanced Beginner_____ Intermediate_____ Advanced_____

Any other comments or information pertaining to swimming and water skills: _____

The following section, please indicate any medical problems that would affect your child's ability to participate in swimming activities: _____

Parent/Guardian
Signature _____

Date _____

RETURN



COOL KIDS WINTER CAMP 2010

PARENTS CAMP EVALUATION FORM

(Please submit this evaluation on the last day of camp)

Your input is really important to us in order to improve this program for next year. Please take a few minutes to complete this Evaluation Form. Thank you for your support and we hope sees you during the spring. Spring Camp information attached.

Parent's Name (optional) _____ Phone number (optional) _____

Program: Have you been to Cool Kids Summer Camp before? Yes No

Evaluate items as follows:

5 = Outstanding / Excellent

3 = Met my expectations

1 = Deficient

4= Exceeds my expectations

2 = Needs some improvement

N/A= Not applicable

Safety 5 4 3 2 1 N/A Comments: _____

Games 5 4 3 2 1 N/A Comments: _____

Arts & Crafts 5 4 3 2 1 N/A Comments: _____

Sport Activities 5 4 3 2 1 N/A Comments: _____

Daily Activities overall 5 4 3 2 1 N/A Comments: _____

Full Time Counselor 5 4 3 2 1 N/A Comments: _____

Camp AM ACS* 5 4 3 2 1 N/A Comments: _____

Camp PM ACS* 5 4 3 2 1 N/A Comments: _____

*Assistant Camp Specialist

Camp Specialist 5 4 3 2 1 N/A Comments: _____

Communication between staff and campers 5 4 3 2 1 N/A Comments: _____

Communication between staff and parents 5 4 3 2 1 N/A Comments: _____

Child's Enjoyment 5 4 3 2 1 N/A Comments: _____

Facilities CCC/CRC/OSC:

Community & Cultural Center 5 4 3 2 1 N/A Comments: _____

Centennial Recreation Center 5 4 3 2 1 N/A Comments: _____

Outdoor Sport Center 5 4 3 2 1 N/A Comments: _____

Aquatics Center 5 4 3 2 1 N/A Comments: _____

Overall Program Quality 5 4 3 2 1 N/A Comments: _____

Registration

Walk-in 5 4 3 2 1 N/A Center: _____ Comments: _____

Over the phone 5 4 3 2 1 N/A Center: _____ Comments: _____

Would you attend to the Winter Camp 2010? Yes _____ No _____

Comments: _____



Do you have any additional suggestions in order to improve this camp? (Please use the back of this evaluation for any additional comments)

Thank you for your support!